



STATE OF GEORGIA
Department of Community Health

Request for Quote

RFQ Number 0501

JANITORIAL SERVICES

for

Office of Rural Health Services
Cordele Office

Georgia Department of Community Health
2 Peachtree Street, N.W.
35th Floor
Atlanta, GA 30303-3159

June 15, 2004

Georgia Department of Community Health

Request for Quote (RFQ) for Janitorial Services

The Georgia Department of Community Health, Office of Rural Health Services (ORHS), requests that interested bidders provide a quote for cleaning services for the administrative offices in Cordele, Georgia.

The following identifies the cleaning service responsibilities to be performed by the selected vendor:

1. Detail cleaning of all bathrooms including restocking hand soap, paper towels, toilet tissue and polishing metal in restrooms.
2. Detail cleaning of the kitchen area including mopping of floors and wiping of counter tops.
3. Vacuum and clean all carpeted areas every Wednesday and Friday of each week.
4. Sweep and mop all non-carpeted areas.
5. Dust all general office equipment, furniture and fixtures including chair rails, baseboards, the top of filing cabinets and removing fingerprints from all doors.
6. Clean all external windows the third Friday of each month.
7. Sanitize drinking fountains and telephones.
8. Empty all wastebaskets and replace liners with clean trash bags including the trashcan outside the back door.
9. Maintain the staff, equipment and supplies necessary to provide services as required for this Contract.
10. Purchase and maintain at least a week's backup supply of hand soap, paper towels and toilet tissue on the premises.
11. Notify DHC project leader with 24 hours prior to the day scheduled for cleaning, if, for any reason the cleaning services will not be provided or if there is a need to change the day of services.
12. Secure the ORHS facilities at the completion of work.
13. Adhere to ORHS's policy of no children on the premises while performing work for ORHS.
14. Pay all taxes lawfully imposed upon the Contractor any product delivered in accordance of the scope.
15. Keep appropriate records of all work performed pursuant to the Contract.

Selection Criteria

The selection of a contractor will be based upon an evaluation of the company's:

- ability to provide a detailed plan to the Department indicating how Contractor will work with other providers, businesses, individuals, etc. in the surrounding cities in the interest of maintaining a productive service to ORHS.
- ability to perform all janitorial duties every Wednesday and Friday between the hours of 7:00 p.m. to 11:00 p.m. or the next business day when there is a State holiday.
- overall experience in janitorial service. Upon execution of this contract, contractor must show proof of insurance.

Proposals shall include the following information:

- Company name;
- Name, address, telephone number, facsimile number, and email address of the company's representative assigned to the project(s); and
- A description of your overall experience in janitorial service for administrative offices.

A price quote for the entire project and an itemization for the following:

- Costs

Special Notification

Interested firms should respond in writing by 2:00 p.m. on Wednesday, June 30, 2004. Please send your quote in writing to Arnita Woodard at awoodard@dch.state.ga.us. Samples and other items not sent via email also must be received by the same time and date and may be sent to Arnita Woodard, Georgia Department of Community Health, Contract Administration, 2 Peachtree Street, 35th Floor, Atlanta, GA 30303. It is understood and agreed upon that quotes received in response to this RFQ will be valid for a period of one hundred twenty (120) days from June 30, 2004. The Department of Community Health reserves the right to reject all proposals and to award different projects contained herein to different proposers. Questions related to the RFQ may be directed to Arnita Woodard by email or by calling (404) 651-6184.

Proposals will be evaluated based on the evaluation criteria listed above, the background and experience of the vendor, the qualifications of key personnel and the cost.